

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
MAY 6, 2013
6:30 P.M.**

I. Call to Order/ (Closed Session) 6:00 P.M.

I. Call to Order/ (Regular Session) 6:30 P.M.

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

A. Minutes

1. **April 10, 2013 Agenda Meeting Minutes**pg. 11
2. **February 28, 2013 Budget Retreat Minutes**pg. 12-16

B. Tax

C. Financepg. 17-27

Dissolution of Brunswick County Hospital Authority and Associated Agency Fund

Attached is a resolution to dissolve the Brunswick County Hospital Authority. The resolution was provided by email from Mr. William Leuschner, a former authority board member. The resolution was passed by the authority at their 11/14/2012 meeting. The County Attorney advised that the authority may not be dissolved. The Finance Officer recommends that the Brunswick County Board of Commissioners resolve to dissolve the Brunswick County Hospital Authority and the associated Agency Fund. The fund balance of \$455,870.06 is to be transferred to the General Fund to establish a restricted fund balance in the General Fund. The restricted funds will be set aside for future appropriations by the Board of Commissioners in accordance with the attached letter sent to the authority from County Manager Marty Lawing.

General Fund –Cooperative Extension

Revenues:

Other Fees	104950-383958	\$1,235
Fees – Cooperative Extension	104950-335019	\$2,250

Expenditures:

Subscriptions	104950-449200	\$150
Postage	104950-432500	\$1,085
Contracted Services	104950-439900	\$2,250

The Brunswick County Cooperative Extension Department requested appropriation of fee revenues for use in the Cooperative Extension Department Budget for subscriptions, postage, and contracted services in a total amount of \$3,485.

General Fund – JCPC Administration

Revenues:

Fund Balance Appropriated	100000-399100	\$36
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Expenditures:

Grant Subsidy	105833-465500	\$36
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The Brunswick County JCPC Board received a grant to convene a community forum in FY2012. There was a balance of \$36 of grant funds which was not requested for appropriation in the current fiscal year. The JCPC Board requests appropriation of the \$36 for snacks for a community forum event in FY13.

Water Fund - Water Distribution

Revenues:

Educational Program Fees	617140-335032	\$1,410
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Expenditures:

Training Expenses	617140-439500	\$1,410
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The Water Department requests the budget amendment above to appropriate educational program fee revenue for the associated training expenditures.

DSS Fund

Revenues:

Progress Energy – Energy Neighbor	145310-332069	\$7,679
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Expenditures:

Progress Energy – Energy Neighbor	145310-449905	\$7,679
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The Department of Social Services requests the budget amendment above to appropriate additional Progress Energy – Energy Neighbor funds received from the State for use in the Progress Energy Assistance Program.

Grant Fund-2012 Housing Preservation Grant

Revenues:

Federal Revenues	238191-331000	\$89,148
Transfer from General Fund	238191-398110	\$45,000

Expenditures:

Construction	238191-464002	\$134,148
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General Fund

Expenditures:

Housing Preservation Grant Match	104907-465505	\$(45,000)
Transfer to Grant Fund	109800-498023	\$45,000

The budget amendment above is to appropriate federal revenue for the 2012 Housing Preservation Grant and to transfer the associated local county match into the grant budget for grant program expenditures.

County of Brunswick, North Carolina Brunswick County Grant Fund

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Grant Fund:

2012 Housing Preservation Grant:

Revenues:

Federal Revenues	\$89,148
Transfer from General Fund	<u>\$45,000</u>
Total 2012 Housing Preservation Grant Revenues	\$134,148

Expenditures:

Construction	<u>\$134,148</u>
Total 2012 Housing Preservation Grant Expenditures	\$134,148

Section 2. The following amounts are hereby appropriated in the Brunswick County General Fund:

Contributions to the Grant Fund	\$45,000
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Section 3. It is estimated that the following revenues will be available in the Brunswick County General Fund:

Current Funds Appropriated	\$45,000
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Section 4. This Capital Project Ordinance shall be entered into the minutes of the May 06, 2013 meeting of the Brunswick County Board of Commissioners.

Health Fund – Healthy Carolinians Program

Revenues:

State Revenues Restricted	135128-332000	\$5,966
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Expenditures:

Special Projects	135128-423100	\$5,966
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The Health Department requests the budget amendment above to appropriate additional State Revenues Restricted to support the Eat Smart, Move More Community Grants Program. This is a pass thru grant for the Town of Navassa to install play structures and equipment at their local park.

Health Fund – Medicaid Nutrition Program

Revenues:

Title XIX Funds	135155-332009	\$500
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Expenditures:

Supplies & Materials	135155-426000	\$100
Travel – Mileage	135155-431100	\$250
Dues	135155-449100	\$150

The Health Department requests the budget amendment above to appropriate additional federal revenues restricted to support the Medicaid nutrition program expenditures.

Health Fund – Breast and Cervical Cancer Control Program

Revenues:

Gifts & Memorials	135157-383303	\$9,098
State Revenues Restricted	135157-332000	\$1,228

Expenditures:

Special Projects	135157-423104	\$9,098
Contracted Services	135157-439900	\$1,228

The Health Department requests the budget amendment above to appropriate additional State Revenues Restricted to support the Breast and Cervical Cancer Control Program. The Health Department also received donations in the amount of \$9,098 specifically for the BCCCP Program and wishes to budget in this fiscal year. These funds will be used to offer screenings to clients who do not fall within the stringent guidelines of BCCCP funding.

Health Fund – Health Promotions Program

Revenues:

State Revenues Restricted	135156-332000	\$12,480
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Expenditures:

Special Projects	135156-423104	\$12,480
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The Health Department requests the budget amendment above to appropriate additional State Revenues Restricted to support the Health Promotions Program. The funds are intended to be

used to address the risk factors of physical inactivity, poor nutrition, tobacco use, violence and unintentional injury.

Health Fund – Family Planning Program

Revenues:

State Revenues Restricted	135164-332000	\$2,455
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Expenditures:

Medication	135164-423800	\$2,455
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The Health Department requests the budget amendment above to appropriate additional State Revenues Restricted to support the Family Planning Program.

Health Fund – Child Health Program

Revenues:

Title XIX Management Funds	135162-332026	\$7,820
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Expenditures:

Special Program Material	135162-423100	\$7,820
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The Health Department requests the budget amendment above to appropriate additional Title XIX Management Fees restricted for reimbursing Carolina Access providers in the Child Health Program.

Health Fund – Immunization Program

Revenues:

Clinic Fees	135126-335006	\$10,000
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Expenditures:

Medication	135126-423800	\$10,000
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The Health Department requests the budget amendment above to appropriate additional Clinic Fees in the Immunization Program to replenish the supply of Gardasil vaccine. The increased demand may be due to the increased national advertising/educational efforts warning of the health risks associated with HPV.

Health Fund – Child Lead Program

Revenues:

State Revenues Restricted	135175-332000	\$(600)
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Expenditures:

Supplies & Materials	135175-426000	\$(100)
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Travel – Mileage	135175-431100	\$(50)
Travel – Subsistence	135175-431200	\$(300)
Travel – Registrations	135175-431500	\$(100)
Postage	135175-432500	\$(50)

The Health Department requests the budget amendment above to reduce the State Revenues Restricted for the Child Lead Program in the amount of \$600. This program was eliminated by the State.

Grant Fund-Airport Grant 36237.45.14.1

Revenues:

36237.45.14.1 Federal Revenues	438157-331038	\$153,296
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Expenditures:

36237.45.14.1 Expenditures	438157-449818	\$153,296
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The budget amendment above is to appropriate federal revenue for the grant number 36237.45.14.1 Airport Grant for the construction and project administration of a corporate hanger.

County of Brunswick, North Carolina Brunswick County Grant Fund

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Grant Fund:

Airport Grant 36237.45.14.1

Revenues:

36237.45.14.1 Federal Revenues	<u>\$153,296</u>
Total 36237.45.14.1 Grant Revenues	\$153,296

Expenditures:

36237.45.14.1 Expenditures	<u>\$153,296</u>
Total 36237.45.14.1 Grant Expenditures	\$153,296

Section 2. This Capital Project Ordinance shall be entered into the minutes of the May 06, 2013 meeting of the Brunswick County Board of Commissioners.

Wastewater Fund - Collections

Revenues:

Taps & Connections Revenue 627220-371402 \$150,000

Expenditures:

Tap-on Supplies 627220-459601 \$150,000

The budget amendment above is to appropriate additional revenue earned from grinder pump installations for the purchase of additional grinder pumps and supplies.

D. Juvenile Crime Prevention Council – Proposed 2013-2014 Program Agreementspg. 28-30
Staff requests approval of the 2013-14 Program Agreements for the Juvenile Crime Prevention Council.

E. Operation Services – Proposed Change Order Baker Roofing Companypg. 31-33
Staff requests approval of the deduct change order of \$31,320 with Baker Roofing Company.

F. Operation Services – Proposed Mosquito Control Ron Taylor Projectpg. 34-36
Staff requests approval of the Mosquito Control Ron Taylor Project as presented.

G. Operation Services – Proposed Contract for Scrap Tire Management Servicespg. 37-49
Staff requests approval of the contract with Carolina Holdings, LLC for Scrap Tire Management Services.

H. Operation Services – Proposed Zion Hill Missionary Baptist Church Tipping Fee Exemption Requestpg. 50-52
Staff requests approval of Tipping Fee Exemption for Zion Hill Missionary Baptist Church.

I. Health & Human Services – Proposed Public Health Accreditation Operating Procedures Reviewpg. 53-67
Staff requests approval of the Public Health Accreditation Operating Procedures as presented.

J. Sheriff’s Office – Proposed Community Oriented Policing Services-Grant Application ..pg. 68-77
Staff request approval for the Sheriff to submit the grant application.

VI. Presentation

1. **May Mental Health Month Proclamation (Kate Murphy)**pg. 78
2. **May National Preservation Month Proclamation (Leslie Bell)**pg. 79
3. **Resolution In Honor of Wilber Earl Rabon (Commissioner Scott Phillips)**pg. 80
4. **Howard Holly 2013 Outstanding Clerk of the Year Recipient (Chairman Norris)**

VII. Public Hearing

1. **Planning – Unified Development Ordinance Text Amendment UDO 13-02 Second Reading & Adoption (Leslie Bell)**pg. 81-85
Management recommends the Board of Commissioners accept the recommendation of the Planning Board. Approve Option 1 with a 15’maxium.
Planning Staff recommends approval.
Planning Board recommends approval. [6 to 0 with Eric Dunham and Cynthia Henry being absent].

2. **Planning - Map Amendment Z-13-705 & Unified Development Ordinance Text Amendment UDO 13-03 (Leslie Bell)**pg. 86-102

Management recommends the Board of Commissioners adopt the Planning Board recommendation.

Planning Staff recommends Keep Current CDS for, at minimum, the following:

- Hwy 17
- Hwy 74/76
- Consider Hwy 211 from Supply to Southport (Planned 4-Lanes)

- Consider 25' Front Setback Instead of 45' When:
 - Parking is in the side or rear [Addresses Smaller Lots].

- Discuss Status of Other Roads
 - NC 130
 - NC 133
 - NC 904

Planning Board recommends approval to eliminate CDS 1 and CDS 2 Overlay [6 to 0 with Eric Dunham and Cynthia Henry being absent].

Members Present: Alan Lewis, Bobby Long, Steve Candler, Dr. James Graham, Jr., Denny Jordan, and Troy Price

Members Absent: Eric Dunham and Cynthia Henry

VIII. Administrative Report

1. Planning – Proposed Unified Development Ordinance Text Amendment UDO-13-04

First Reading & Set Public Hearing (Leslie Bell)pg. 103-106

Staff recommends scheduling Public Hearing on UDO-13-04 for June 3, 2013 at 6:30 p.m.

2. Planning – Proposed Unified Development Ordinance Text Amendment UDO-13-05

First Reading Set Public Hearing (Leslie Bell)pg. 107-110

Staff recommends scheduling Public Hearing on UDO-13-05 for June 3, 2013 at 6:30 p.m.

3. Planning – Proposed Zoning and Map Amendment Z-13-698 First Reading Set Public Hearing (Leslie Bell)pg. 111-123

Staff recommends scheduling Public Hearing on Map Amendment Z-13-698 for June 3, 2013 at 6:30 p.m.

4. Planning – Proposed Zoning and Map Amendment Z-13-699 First Reading Set Public Hearing (Leslie Bell)pg. 124-138

Staff recommends scheduling Public Hearing on Map Amendment Z-13-699 for June 3, 2013 at 6:30 p.m.

5. Planning – Proposed Zoning and Map Amendment Z-13-700 First Reading Set Public Hearing (Leslie Bell)..... pg. 139-152

Staff recommends scheduling Public Hearing on Map Amendment Z-13-700 for June 3, 2013 at 6:30 p.m.

6. Planning – Proposed Zoning and Map Amendment Z-13-701 First Reading Set Public Hearing (Leslie Bell)pg. 153-167

Staff recommends scheduling Public Hearing on Map Amendment Z-13-701 for June 3, 2013 at 6:30 p.m.

7. **Planning – Proposed Zoning and Map Amendment Z-13-702 First Reading Set Public Hearing (Leslie Bell)**pg. 168-182
Staff recommends scheduling Public Hearing on Map Amendment Z-13-702 for June 3, 2013 at 6:30 p.m.
8. **Planning – Proposed Fee Deferral for Proposed Multi/Family Developments**pg. 183-202
Management recommends that the Board of Commissioners approve the Fee Deferral for Proposed Multi/Family Developments.
9. **Engineering – Proposed Water Main Design Services (Bill Pinnix)**pg. 203-205
Management recommends the Board of Commissioners authorize staff to request proposals for design of the FY-14 Enterprise Funded Water Main Projects.
10. **Engineering - Proposed Criser Tanner Troutman Contract (Bill Pinnix)**pg. 206-216
Management recommends approval of the contract with Criser Tanner Troutman to design the FY-13 Enterprise Funded Water Main Projects.
11. **Utilities – Proposed Hazen & Sawyer Contract (Jerry Pierce)**pg. 217-230
Management recommends that Board of Commissioners contract with Hazen and Sawyer for the preparation of Residential Effluent Reuse Feasibility Study.
12. **Utilities-Proposed Transfer of Construction Contract with Encore Construction to Garney Companies (Jerry Pierce)**pg. 231-235
Management recommends Board of Commissioners approve assignment of Contract from Encore Construction Company LLC to Garney Companies, Inc.
13. **Finance-Recruitment of Tax Administrator/Collector (Ann Hardy)**.....pg. 236-243
Management recommends Board of Commissioners authorize staff to begin recruitment of a Tax Administrator/Collector.
14. **Finance-GO Refunding Bonds Series 2013A & Taxable GO Refunding Bonds Series 2013B (Ann Hardy)**pg. 244-281
Management recommends the Board of Commissioners ratify the budget amendment for the GO Bond Refunding.
15. **Administration-Proposed Food Service Agreement Trinity Services Group, Inc. (Steve Stone)**pg. 282-293
Management recommends the Board of Commissioners approve the Food Services Agreement with Trinity Services Group, Inc.
16. **MIS – Proposed Countywide Microsoft Enterprise Software Agreement (Steve Randone)**pg. 294-295
The Countywide Microsoft Enterprise Software Agreement is recommended to be approved.
17. **Finance – Shallow Inlet Dredging Contractor Cost Sharing (Ann Hardy)**pg. 296-300
Management recommends approval of the appropriation and providing \$6,000 as a match for the state contract.
18. **Finance – Recruitment Process for County Manager (Ann Hardy)**pg. 301-303
Management requests direction from the Board of Commissioners.

IX. Board Appointments

1. **Town of Calabash recommended ETJ Board of Adjustment Member**pg. 304
2. **Board of Adjustment – Additional Alternate appointment**pg. 305

X. County Attorney’s Report

XI. Other Business/Informal Discussion

XII. Adjournment